



Personnel Action Request (PAR)

Employee Information			
Employee Name (First and Last) Travis Wootton	Employee ID# 70014724556	Division SMRD	Effective Date 12-1-18
Job Posting Number (if applicable)	MVR Required (new hires)	Last Day Worked (HR)	Lump Sum (HR)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	11-26-18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 453.5 Hours
Type of Request			
<input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Transfer from agency # _____	<input type="checkbox"/> Merit <input type="checkbox"/> Regular <input type="checkbox"/> One-time <input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Position change <input type="checkbox"/> New <input type="checkbox"/> Inactivate <input type="checkbox"/> Reclass <input type="checkbox"/> Data change (reports to, position #, department, location) <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Other: _____	<input type="checkbox"/> Employment Status <input type="checkbox"/> Full-time to Part-time <input type="checkbox"/> Part-time to Full-time <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Begin <input type="checkbox"/> End <input checked="" type="checkbox"/> Separation (HR) <input type="checkbox"/> Voluntary <input checked="" type="checkbox"/> Involuntary <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Agency Transfer #: _____	
Data to be Changed			
Field	Current	New	
Position Number	00023358	000	
Job Code	1620		
Department Number	12921		
Location Code	22700		
State Title	Director I		
Salary Group	B26		
Monthly Salary	\$8,534.25		
Increase Amount / % Increase	N/A	/	%
One-Time Merit Amount	N/A		
Hours Per Week / FTE	40.00 / 1	/	
Employment Type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Reports to Name	Denny Kingsley		
Reports to Position Number	00020835	000	
Work Schedule (hours per day)	M T W TH F	M T W TH F	
PCA #/Fund and %			
Approvals			
Printed Name of Manager	Manager Signature		Date
Printed Name of Division Director	Division Director Signature		Date
Printed Name of Budget Office	Budget Office Signature		Date
Printed Name of HR Director Robbi Craig	HR Director Signature <i>Robbi Craig</i>		Date 11-29-18
Printed Name of Executive Director (if required)	Executive Director Signature (if required)		Date
Comments: Used Comp time and Annual Leave from 11/27-11/30. Pay lump sum of annual leave. Retiring effective 12-1-18.			

CHRISTI CRADDICK, CHAIRMAN
RYAN SITTON, COMMISSIONER
WAYNE CHRISTIAN, COMMISSIONER



RAILROAD COMMISSION OF TEXAS

DATE: November 28, 2018

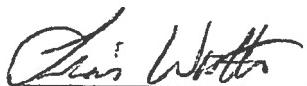
TO: Wei Wang

FROM: Travis Wootton

RE: Resignation of Employment

Effective immediately I am resigning my position, in lieu of termination, with the Railroad Commission of Texas.

I choose to use 32 hours of Annual Leave time from Tuesday, November 27th to Friday, November 30th. The effective date of my separation from the Railroad Commission of Texas is December 1, 2018.


Travis Wootton

11/28/18
Date

Robbi Craig

From: Robbi Craig
Sent: Wednesday, November 28, 2018 3:01 PM
To: 'Travis Wootton'
Subject: RE: Retirement Date
Attachments: Resignation in Lieu-Travis Wootton Revised 11-28-2018.docx

Thank you, Travis. Attached is a revised letter indicating that your annual leave will be run through the end of this month.

If you can sign and return it, great. If not, I'll simply attach this email chain.

If you have any questions, please let me know.

Best Regards,
Robbi

From: Travis Wootton <[REDACTED]>
Sent: Wednesday, November 28, 2018 2:24 PM
To: Robbi Craig <Robbi.Craig@rrc.texas.gov>
Subject: Retirement Date

Robbi,

Thank you for taking time to speak with me this morning. As we discussed, I have met with ERS and have elected to retire on November 30, 2018, instead of using annual leave through December. You indicated that you would correct my resignation letter and send me a copy by email. Please let me know if there is any further action needed by me to effect payment of my unused annual leave. Thanks again and feel free to contact me if you have any questions.

Travis Wootton
[REDACTED]

CHRISTI CRADDICK, CHAIRMAN
RYAN SITTON, COMMISSIONER
WAYNE CHRISTIAN, COMMISSIONER



RAILROAD COMMISSION OF TEXAS

DATE: November 28, 2018

TO: Wei Wang

FROM: Travis Wootton

RE: Resignation of Employment

Effective immediately I am resigning my position, in lieu of termination, with the Railroad Commission of Texas.

I choose to use 32 hours of Annual Leave time from Tuesday, November 27th to Friday, November 30th. The effective date of my separation from the Railroad Commission of Texas is December 1, 2018.

Travis Wootton

Date

CHRISTI CRADDICK, *CHAIRMAN*
RYAN SITTON, *COMMISSIONER*
WAYNE CHRISTIAN, *COMMISSIONER*

ALEXANDER C. SCHOCH, *GENERAL COUNSEL*
GENERAL LAW SECTION



RAILROAD COMMISSION OF TEXAS OFFICE OF GENERAL COUNSEL

November 26, 2018

This **SEPARATION AGREEMENT AND RELEASE** (this “Agreement”) is made and entered into as of the 26th day of November, 2018 by and between Travis Wootton (“Employee”) and the Railroad Commission of Texas (“Employer”).

WITNESSETH:

WHEREAS, Employer is an agency of the State of Texas; and

WHEREAS, Employee has been in the employ of Employer in the position of Assistant Director of Surface Mining; and

WHEREAS, Employee has agreed to resign in lieu of termination and Employer has agreed to accept Employee’s resignation and terminate the employment relationship subject to the terms and conditions herein; and

WHEREAS, Employee hereby resigns his position as Assistant Director of Surface Mining; and

WHEREAS, Employer and Employee desire to settle fully and finally any and all differences between them, including by way of example and not limitation, any differences arising out of Employee’s employment with Employer, and the separation therefrom.

NOW, THEREFORE, for and in consideration of the foregoing recitals and the mutual promises, representations, releases and warranties herein contained, and intending to be legally bound thereby, Employee and Employer do hereby promise and agree as follows:

Termination of Employment:

1. In consideration of Employer allowing Employee to use accrued annual leave time equaling 152 hours, Employee agrees to not disparage Employer, including the Commissioners or Commission staff with regard to his work with and/or departure from the agency or any of the events giving rise to his departure; and
2. In consideration of Employer allowing Employee to use accrued annual leave time equaling 152 hours, Employee agrees he will not file suit against the Commission as it relates to his departure from the agency or the events giving rise to his departure.

Acknowledged and agreed this 96 day of November 2018.

Travis Wootton

11/26/18

Alexander C. Schoch

CHRISTI CRADDICK, CHAIRMAN
RYAN SITTON, COMMISSIONER
WAYNE CHRISTIAN, COMMISSIONER



RAILROAD COMMISSION OF TEXAS

DATE: November 26, 2018

TO: Wei Wang

FROM: Travis Wootton

RE: Resignation of Employment

Effective immediately I am resigning my position, in lieu of termination, with the Railroad Commission of Texas.

I choose to use 152 hours of Annual Leave time from Tuesday, November 27th to Friday, December 21st. December 24th- 31st are state and agency holidays. The effective date of my separation from the Railroad Commission of Texas is January 1, 2019.


Travis Wootton

11/26/18
Date

CHRISTI CRADDICK, CHAIRMAN
RYAN SITTON, COMMISSIONER
WAYNE CHRISTIAN, COMMISSIONER



RAILROAD COMMISSION OF TEXAS

EXECUTIVE OFFICE

TO: Travis Wootton
FROM: Wei Wang, Executive Director
DATE: November 26, 2018
SUBJECT: Termination of Employment

This letter is to inform you that as of today, November 26, 2018, your employment with the Railroad Commission of Texas is terminated for cause. Upon receiving a complaint from an employee in the Surface Mining and Reclamation Division (SMRD) on September 25, 2018, Human Resources (HR) and the Office of General Counsel (OGC) began a review of the work environment in SMRD.

Three main themes emerged from interviews conducted with SMRD staff: (1) staff members fear retaliation or are concerned that the retaliatory or negative treatment has already occurred because they voiced professional opinions that appeared adverse to industry; (2) staff members otherwise do not feel comfortable expressing professional opinions and/or are anxious about or unsure how to perform their jobs; and (3) staff believes there is a lack of communication and lack of leadership from the Assistant Director and Director of SMRD.

Human Resources and the Office of General Counsel agree that Travis Wootton, SMRD Assistant Director, attempted retaliatory action against the complainant and employees in SMRD who participated in this review, during the review. On Tuesday, October 9th, when asked if Travis knew of any potential employee moves within SMRD, he told HR and OGC that he knew of nothing official. Travis Wootton was told at that time that any staff re-organizations needed to be approved by HR and he confirmed that he understood this directive. However, on Wednesday, October 10th, Mr. Wootton held a meeting with Applications and Permits management and informed them that two employees would be removed from their team and moved to the Abandoned Mine Land and Reclamation section of SMRD.

Additionally, he informed management in that meeting that they were not allowed to speak negatively to anyone about this change. This directive was in contravention of instructions given by the Human Resources Department with regard to the ongoing investigation and allowing employees to speak freely of their concerns during such investigations. Further, the attempted reassignment of these two employees from their current duties at a minimum created an appearance of retaliation and/or actual attempted retaliation against staff for voicing their concerns.

The Railroad Commission Employee Handbook, Chapter 10 states the following regarding retaliation:

In compliance with federal and state laws, the Commission prohibits adverse personnel actions such as demotion, denial of promotion, or unjustified negative evaluation against an employee as punishment for filing a discrimination or harassment complaint in good faith, being involved in a workplace investigation, whistleblowing, or participating in any legally protected activity. If the Commission receives an allegation or otherwise learns of an inappropriate situation is occurring, it will take the necessary steps to ensure the matter is promptly investigated and addressed.

You will be compensated for your Annual Leave balance with a lump sum payment, after you have been off the payroll for 30 calendar days. Unused Sick Leave will be lost and may be reinstated if you begin another state job within 12 months.

If you have questions regarding your benefits, you may contact ERS at (877) 275-4377.



Personnel Action Request (PAR)

Employee Information						
Employee Name (First and Last)	Employee ID#	Division	Effective Date			
Travis Wootton	70014724556	SMRD	09/01/2018			
Job Posting Number (if applicable)	MVR Required (new hires)	Last Day Worked (HR)	Lump Sum (HR)			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Hours				
Type of Request						
<input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Transfer from agency # _____ <input type="checkbox"/> RTW Retiree <input type="checkbox"/> Promotion <input type="checkbox"/> Career Ladder <input type="checkbox"/> Competitive <input type="checkbox"/> Demotion <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Lateral Move <input type="checkbox"/> Management Directed Transfer	<input checked="" type="checkbox"/> Merit <input type="checkbox"/> Regular <input type="checkbox"/> One-time <input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Position change <input type="checkbox"/> New <input type="checkbox"/> Inactivate <input type="checkbox"/> Reclass <input type="checkbox"/> Data change (reports to, position #, department, location) <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Other: _____	<input type="checkbox"/> Employment Status <input type="checkbox"/> Full-time to Part-time <input type="checkbox"/> Part-time to Full-time <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Begin <input type="checkbox"/> End <input type="checkbox"/> Separation (HR) <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Retirement <input type="checkbox"/> Agency Transfer #:				
Data to be Changed						
Field	Current	New				
Position Number	00023358	000				
Job Code	1620					
Department Number	12921					
Location Code	22700					
State Title	Director I					
Salary Group	B26					
Monthly Salary	\$8,051.18	\$8,534.25				
Increase Amount / % Increase	N/A	\$483.07 / 6.00%				
One-Time Merit Amount	N/A					
Hours Per Week / FTE	40.00 / FTE	/				
Employment Type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary			
FLSA Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt			
Reports to Name	J. Denny Kingsley					
Reports to Position Number	00020835	000				
Work Schedule (hours per day)	M8.00 T8.00 W8.00 TH8.00 F8.00	M	T	W	TH	F
PCA #/Fund and %	26001-50% 50573-50%					
Approvals						
Printed Name of Manager		Manager Signature			Date	
Printed Name of Division Director <i>J. Denny Kingsley</i>		<i>S. S.</i> Division Director Signature			Date <i>8.31.18</i>	
Printed Name of Budget Office <i>Manylou Castillo</i>		<i>M. Castillo</i> Budget Office Signature			Date <i>9/4/18</i>	
Printed Name of HR Director <i>Robbi Crain</i>		<i>R. R. Crain</i> HR Director Signature			Date <i>9-4-18</i>	
Printed Name of Executive Director (if required)		Executive Director Signature (if required)			Date	
Comments:						

9/1/2016

Effective Date of Action

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: **Wootton** Last **Travis** First **L** MI SSN: _____

Division: **Surface Mining and Reclamation**

ACTION REQUESTED

New Hire: complete "proposed" information <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer from another State Agency <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Same	CURRENT	PROPOSED	
	00000-752	Position Number	
	1601	Job Class Code	
	Manager II	Job Class Title	
Employee Change: complete changing fields in "current" and "proposed" sections	Functional Job Title		
<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Targeted Merit	Organization Code	
<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Targeted Promotion	Austin	
<input type="checkbox"/> Demotion	<input type="checkbox"/> Merit Bonus	B23	
<input type="checkbox"/> Reclassification	<input type="checkbox"/> Retention Bonus	\$7,071.76	
<input type="checkbox"/> Lateral Move	<input type="checkbox"/> Legislative Increase	\$707.16	
<input type="checkbox"/> Hours Per Week Change	<input type="checkbox"/> PCA Change	Increase Amt.	% Increase
<input type="checkbox"/> Organization Change	<input type="checkbox"/> Position Number Change	40	10.00%
<input type="checkbox"/> Functional Job Title Change		CRF	Hours per week (FTE)
		M	Employee Type
		O	Pay Freq.
		P12573 @ 50%	Administrative Leave
		P12573 @ 50%	PCA/%
<i>Additional Comments:</i>			
Termination: <input type="checkbox"/> Regular Termination <input type="checkbox"/> Direct Transfer to Another State Agency			
Agency: _____			
Termination Reason: _____			
Last physical day at work: _____			
Hours Worked: _____			
Alternative work schedule: _____			
Budget Review: _____			
FOR PERSONNEL OFFICE USE ONLY:			
Leave Without Pay: <input type="checkbox"/> Full month LWOP Begin: _____ <input type="checkbox"/> Full month LWOP Return: _____		Lump Sum Due: <input type="checkbox"/> YES <input type="checkbox"/> NO	
		If YES, amount/hours to pay: _____	
		Amount	Hours
First day lump sum can be paid: _____			

ACTION

1. Supervisor *Sorrells* Date **8-23-16**
 2. Division Director *Kimberly Caley* Date **8/10/2016**
 3. Human Resources Director *Kimberly Caley* Date **9-16-16**

COMMISSION ACTION

APPROVED DENIED MVR Check attached : YES NOReference Check attached: YES NO

Job Posting Number: _____

Railroad Commission of Texas
PERSONNEL ACTION REQUEST

09/01/2015

Effective Date of Action

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN: [REDACTED]

Division: SURFACE MINING

ACTION REQUESTED

New Hire Complete "proposed" information

New Hire:
 Transfer from another State Agency *** Agency No. _____

Promotion Demotion Same

Employee Change: Complete changing fields in "current" and "proposed" sections

- | | |
|--|--|
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Targeted Merit |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Targeted Promotion |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Merit Bonus |
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Retention Bonus |
| <input type="checkbox"/> Lateral Move | <input checked="" type="checkbox"/> Legislative Increase |
| <input type="checkbox"/> Hours Per Week Change | <input type="checkbox"/> PCA Change |
| <input type="checkbox"/> Organization Change | <input type="checkbox"/> Position Number Change |
| <input type="checkbox"/> Functional Job Title Change | |

CURRENT			PROPOSED
00000752	Position Number		
1601	Job Class Code		1601
MGR II	Job Class Title		MGR II
	Functional Job Title		
12000092100	Organization Code		12000092100
Austin	Work Location		
B23/	Group/Step		B23/
\$6,899.28	Monthly Salary		\$7,071.76
	Increase Amt	% Increase	\$172.48 2.50%
40	Hours per week (FTE)		
CRF	Employee Type		
M	Pay Frequency		
	Administrative Leave		
P12573	PCA / %		P12073

Termination:

- Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Termination Reason: _____

Last physical day at work: _____

Hours worked: _____

Additional Comments: HB 1, 84th Legislature, Reg. Session, Art. IX, Sec. 18.02.(a)

2.5% salary increase.

Additional PCA's:

Alternative work schedule:

Budget Review:

Leave Without Pay:

- Full month LWOP Begin: _____
 Full month LWOP Return: _____

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES NO

If YES, amount /hours to pay: _____ Amount _____ Hours _____
First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor _____ Date _____ 2. Division Director _____ Date _____

3. Human Resources Director _____ Date _____ 4. Executive Director/Deputy Executive Director _____ Date _____

COMMISSION ACTION

APPROVED

DENIED

MVR Check attached: YES NO

Reference Check attached: YES NO

Job Posting Number: _____

Railroad Commission of Texas
PERSONNEL ACTION REQUEST

09/01/2014

Effective Date of Action

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L
 Last, First Middle

SSN: XXXXXXXXXX

Division: SURFACE MINING

ACTION REQUESTED

New Hire Complete "proposed" information

- New Hire:
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same

Employee Change: Complete changing fields in "current" and "proposed" sections

- Merit Increase Targeted Merit
 Promotion Targeted Promotion
 Demotion Merit Bonus
 Reclassification Retention Bonus
 Hours per week change Legislative Change

Termination:

- Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Termination Reason:

Last physical day at work: _____

Hours worked: _____

Leave Without Pay:

- Full month LWOP Begin: _____
 Full month LWOP Return: _____

CURRENT	PROPOSED	
00000752	Position Number	
1601	Job Class Code	1601
MGR II	Job Class Title	MGR II
	Functional Job Title	
90000092100	Organization Code	12000092100
Austin	Work Location	
B23/	Group/Step	B23/
\$6,764.00	Monthly Salary	\$6,899.28
	Increase Amt	% Increase
40	Hours per week (FTE)	
CRF	Employee Type	
M	Pay Frequency	
P05732	PCA/%	P12073

Additional Comments: SB 1, 83rd Legislature, Reg Session, Art. IX Sec. 17.06.(a)

2% salary increase, with a minimum of \$50

Additional PCA's:

Alternative work schedule:

Budget Review:

HR Review:

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES NO

If YES, amount /hours to pay:

Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor _____ Date _____ 2. Division Director _____ Date _____

3. Deputy Executive Director _____ Date _____ 4. Executive Director _____ Date _____

COMMISSION ACTION

APPROVED _____ **DENIED** _____

MVR Check attached: YES NO

Reference Check attached: YES NO

Job Posting Number: _____

05/01/14

Effective Date of Action

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: **Wootton** **Travis** SSN: _____
 Last First MI

Division: **SMRD - Applications and Permits**

ACTION REQUESTED

<i>New Hire: complete "proposed" information</i> <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer from another State Agency Agency No.: <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Same	CURRENT	PROPOSED	
	00000-752	Position Number	
	1601	Job Class Code	
	Manager II	Job Class Title	
		Functional Job Title	
	90000092100	Organization Code	
	Austin	Work Location	
	B23	Group/ Step	
	\$6,464.00	Monthly Salary	
	\$300.00	Increase Amt.	% Increase
	40	Hours per week (FTE)	
	CRF	Employee Type	
	M	Pay Freq.	
		Administrative Leave	
		PCA/%	P05732 50%

Additional Comments:

Termination:

Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Additional PCA's: **P15732 50%**

Termination Reason:

Last physical day at work: _____

Hours Worked: _____

Alternative work schedule:

Budget Review: *4/2/14 4/3/14*HR Review: *04.02.2014* *JC Muñoz Boga*

Leave Without Pay:

Full month LWOP Begin: _____
 Full month LWOP Return: _____

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due:

 YES NO

If YES, amount/hours to pay:

Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION

John E. Coddle *4/2/2014*
 1. Supervisor *Trinette Everett* *4/3/14*
 3. Deputy Executive Director

Date
4/3/14

John E. Coddle *4/2/2014*
 2. Division Director *Mari Boga* *4/3/14*
 4. Executive Director

Date
4/3/14

COMMISSION ACTION

APPROVED DENIED

MVR Check attached: YES NOReference Check attached: YES NO

Job Posting Number: _____

Railroad Commission of Texas

PERSONNEL ACTION REQUEST

09/01/2013

Effective Date of Action

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L
 Last, First Middle

Division: SURFACE MINING

SSN: **ACTION REQUESTED****New Hire** Complete "proposed" information

- | | |
|--|--|
| <input type="checkbox"/> New Hire: | <input type="checkbox"/> Targeted Merit |
| <input type="checkbox"/> Transfer from another State Agency *** Agency No. _____ | <input type="checkbox"/> Targeted Promotion |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Merit Bonus |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Retention Bonus |
| <input type="checkbox"/> Reclassification | <input checked="" type="checkbox"/> Legislative Change |
| <input type="checkbox"/> Hours per week change | |
| <input type="checkbox"/> Organization change | |
| <input type="checkbox"/> Salary Increase | |
| <input type="checkbox"/> Position Number Change | |

CURRENT			PROPOSED	
00000752	Position Number			
1601	Job Class Code		1601	
MGR II	Job Class Title		MGR II	
	Functional Job Title			
90000092100	Organization Code		90000092100	
Austin	Work Location			
B23/	Group/Step		B23/	
\$6,400.00	Monthly Salary		\$6,464.00	
	Increase Amt	% Increase	\$64.00	1.00%
40	Hours per week (FTE)			
CRF	Employee Type			
M	Pay Frequency			
	Administrative Leave			
P15632	PCA/%			

Termination:

- Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Termination Reason:

Last physical day at work: _____

Hours worked: _____

Additional Comments: SB 1, 83rd Legislature, Reg Session, Art. IX Sec. 17.06.(a)

1% salary increase, with a minimum of \$50

Additional PCA's:

Alternative work schedule:

Budget Review: _____ HR Review: _____

Leave Without Pay:

- Full month LWOP Begin: _____
 Full month LWOP Return: _____

FOR PERSONNEL OFFICE USE ONLY:Lump Sum Due: YES NO

If YES, amount /hours to pay: _____ Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor	Date	2. Division Director	Date
3. Director of Administration	Date	4. Executive Director	Date
COMMISSION ACTION		MVR Check attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPROVED	DENIED	Reference Check attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Job Posting Number: _____			

December 1, 2012

Effective Date of Action

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

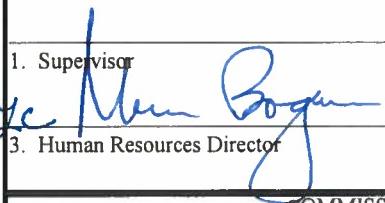
Name: **Wootton** First: **Travis** MI: **L**
 Last: SSN:

Division: **SMRD-Applications & Permits**

ACTION REQUESTED

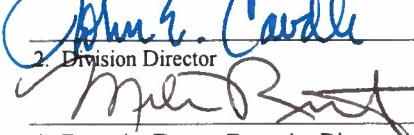
<i>New Hire:</i> complete "proposed" information <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer from another State Agency Agency No.: <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Same	CURRENT		PROPOSED
	00000-761	Position Number	00000-752
	2131	Job Class Code	1601
	Eng. Spec. V	Job Class Title	Manager II
<i>Employee Change:</i> complete changing fields in "current" and "proposed" sections <input type="checkbox"/> Merit Increase <input type="checkbox"/> Targeted Merit <input checked="" type="checkbox"/> Promotion <input type="checkbox"/> Targeted Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Merit Bonus <input type="checkbox"/> Reclassification <input type="checkbox"/> Retention Bonus <input type="checkbox"/> Hours per week change <input type="checkbox"/> Legislative Increase <input type="checkbox"/> Organization Change <input type="checkbox"/> Functional Job Title Change <input checked="" type="checkbox"/> Position Number Change	Functional Job Title		
	90000092100	Organization Code	
	Austin	Work Location	
	B21	Group/ Step	B23
	\$5,844.41	Monthly Salary	\$6,400.00
	\$555.59	Increase Amt.	9.51%
	40	Hours per week (FTE)	
	CRF	Employee Type	
	M	Pay Freq.	
	15532-50%	Administrative Leave	
	PCA/%	05632-50%	
<i>Additional Comments:</i>			
<i>Termination:</i> <input type="checkbox"/> Regular Termination <input type="checkbox"/> Direct Transfer to Another State Agency	Current 05532-50%		
	Proposed 15632-50%		
Agency: _____			
Termination Reason: _____	Alternative work schedule: _____		
Last physical day at work: _____			
Hours Worked: _____	Budget Review: SW 11/18/12		
FOR PERSONNEL OFFICE USE ONLY:			
Leave Without Pay:		Lump Sum Due: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> Full month LWOP Begin: _____		If YES, amount/hours to pay: _____	
<input type="checkbox"/> Full month LWOP Return: _____		Amount	Hours
First day lump sum can be paid: _____			

ACTION

1. Supervisor

John E. Cardle
 Date: **11/08/2012**

Date: **11/08/2012**

3. Human Resources Director

2. Division Director

Mike Bent
 Date: **11/09/12**

Date: **11/09/12**

4. Executive/Deputy Executive Director

COMMISSION ACTION

APPROVED

DENIED

MVR Check attached: YES NOReference Check attached: YES NO

Posting Number: _____

8/1/2012

PERSONNEL ACTION REQUEST

Effective Date of Action

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: **Wootton** **Travis** **L** SSN: **[REDACTED]**
 Last First MI

Division: **SMRD-Applications & Permits**

ACTION REQUESTED

<i>New Hire: complete "proposed" information</i> <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer from another State Agency Agency No.: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Same	CURRENT	PROPOSED
	00000-761	Position Number
	2130	Job Class Code
	Eng. Spec. IV	Job Class Title
<i>Employee Change: complete changing fields in "current" and "proposed" sections</i>		Functional Job Title
<input checked="" type="checkbox"/> Merit Increase	<input type="checkbox"/> Targeted Merit	Organization Code
<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Targeted Promotion	Austin
<input type="checkbox"/> Demotion	<input type="checkbox"/> Merit Bonus	B20
<input type="checkbox"/> Reclassification	<input type="checkbox"/> Retention Bonus	\$5,319.41
<input type="checkbox"/> Hours per week change	<input type="checkbox"/> Legislative Increase	\$525.00
<input type="checkbox"/> Organization Change		Increase Amt. % Increase
<input type="checkbox"/> Functional Job Title Change		40 9.87%
<input type="checkbox"/> Position Number Change		Hours per week (FTE)
		CRF
		M
		Pay Freq.
		Administrative Leave
	P05532 - 50%	PCA/%
		P05532-50%

Termination:

Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Termination Reason: _____

Last physical day at work: _____

Hours Worked: _____

Leave Without Pay:

Full month LWOP Begin: _____
 Full month LWOP Return: _____

Additional Comments:

Additional PCA's: **P15532-50%**

Alternative work schedule: _____

Budget Review: **SW 7/19/12**

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES NO

If YES, amount/hours to pay: _____

Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION

Susan Ladd
 1. Supervisor
7c New begin
 3. Human Resources Director

7/19/2012
 Date
07/19/2012
 Date

John E. Cawle
 2. Division Director
Mary Rose McDonald
 4. Executive/Deputy Executive Director

7/18/2012
 Date
7/19/12
 Date

COMMISSION ACTION

APPROVED DENIED

MVR Check attached: YES NOReference Check attached: YES NO

Posting Number: _____

Railroad Commission of Texas

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

09/01/2011

Effective Date of Action

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN: [REDACTED]

Division SURFACE MINING

ACTION REQUESTED

New Hire Complete "proposed" information

- New Hire:
 Transfer from another State Agency *** Agency No. _____

Promotion Demotion Same

Employee Change: Complete changing fields in "current" and "proposed" sections

- | | |
|---|---|
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Targeted Merit |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Targeted Promotion |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Merit Bonus |
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Retention Bonus |
| <input type="checkbox"/> Hours per week change | <input type="checkbox"/> Legislative Change |
| <input checked="" type="checkbox"/> Organization change | |
| <input type="checkbox"/> Functional Job Title Change | |
| <input type="checkbox"/> Position Number Change | |

Termination:

- Regular Termination
 Direct Transfer to Another State Agency
 Agency: _____

Termination Reason: _____

Last physical day at work: _____

Hours worked: _____

Leave Without Pay:

- Full month LWOP Begin: _____
 Full month LWOP Return: _____

CURRENT	PROPOSED
00000761	Position Number
2130	Job Class Code
ENGINEERING SPECIALIST IV	Job Class Title
	Functional Job Title
90053492100	Organization Code
Austin	Work Location
B20/	Group/Step
\$5,319.41	Monthly Salary
	\$
40	Increase Amt % Increase
CRF	Hours per week (FTE)
M	Employee Type
P05432	Pay Frequency
50%	PCA/%
	15432
	50 %

Additional Comments: FY 2012 Organization Code Change

Additional PCA's: 05432 - 50%

Alternative work schedule: _____

Budget Review: _____

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES NO

If YES, amount /hours to pay: _____ Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor	Date	2. Division Director	Date
3. Human Resources Director	Date	4. Executive Director	Date

COMMISSION ACTION

APPROVED DENIED

MVR Check attached: YES NO

Reference Check attached: YES NO

Posting Number: _____

08/01/2011

Effective Date of Action

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: **Wootton** First: **Travis** MI: **L** SSN: **[REDACTED]**
 Last:

Division: **SM-Applications & Permits - GR**

ACTION REQUESTED

<i>New Hire: complete "proposed" information</i> <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer from another State Agency Agency No.: <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Same	CURRENT	PROPOSED	
	00000-761	Position Number	
	2130	Job Class Code	
	Eng. Spec. IV	Job Class Title	
<i>Employee Change: complete changing fields in "current" and "proposed" sections</i>			
<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Targeted Merit	Functional Job Title	
<input type="checkbox"/> Promotion	<input type="checkbox"/> Targeted Promotion	90053492100 Organization Code	
<input type="checkbox"/> Demotion	<input checked="" type="checkbox"/> Merit Bonus	Austin Work Location	
<input type="checkbox"/> Reclassification	<input type="checkbox"/> Retention Bonus	B20 Group/ Step	
<input type="checkbox"/> Hours per week change	<input type="checkbox"/> Legislative Increase	\$5,319.41 Monthly Salary/OTMB	\$3,000.00
<input type="checkbox"/> Organization Change		Increase Amt.	% Increase
<input type="checkbox"/> Functional Job Title Change		40	4.70%
<input type="checkbox"/> Position Number Change		CRF	Hours per week (FTE)
		M	Employee Type
		43	Pay Freq.
		P05342 - 50%	Administrative Leave
		P01921 - 100%	PCA/%
<i>Termination:</i>			
<input type="checkbox"/> Regular Termination	<i>Additional Comments:</i>		
<input type="checkbox"/> Direct Transfer to Another State Agency			
Agency: _____	Additional PCA's: P01921 - 50%		
Termination Reason: _____	Alternative work schedule: _____		
Last physical day at work: _____			
Hours Worked: _____	Budget Review: Aug 19/11		
FOR PERSONNEL OFFICE USE ONLY:			
Leave Without Pay:	Lump Sum Due: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Full month LWOP Begin: _____			
<input type="checkbox"/> Full month LWOP Return: _____	If YES, amount/hours to pay: _____		
	Amount	Hours	
	First day lump sum can be paid: _____		

ACTION

1. Supervisor **Leanne Bagan** Date **08/09/2011**
 2. Division Director **[Signature]** Date **8/9/2011**
 3. Human Resources Director **[Signature]** Date **8/9/2011**

2. Division Director **[Signature]** Date **8/9/2011**
 4. Executive/Deputy Executive Director **[Signature]** Date **8/9/2011**

COMMISSION ACTION

APPROVED **[Signature]** DENIED **[Signature]**MVR Check attached : YES NOReference Check attached: YES NO

Posting Number: _____

Railroad Commission of Texas

03/01/2010

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

Effective Date of Action**EMPLOYEE INFORMATION**

Name: WOOTTON, TRAVIS L

SSN: [REDACTED]

Last, First Middle

Division SM-Applications & Permits - GR

ACTION REQUESTED**New Hire** Complete "proposed" information

- New Hire
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same
- Employee Change:** Complete changing fields in "current" and "proposed" sections
- Merit Increase Targeted Merit
 Promotion Targeted Promotion
 Demotion Merit Bonus
 Reclassification Retention Bonus
 Hours per week change Legislative Change
 Organization change
 Functional Job Title Change
 Position Number Change

Termination:

- Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Termination Reason:

Last physical day at work: _____

Hours worked: _____

Leave Without Pay:

- Full month LWOP Begin: _____
 Full month LWOP Return: _____

CURRENT	PROPOSED
00000761	Position Number
2130	Job Class Code
ENGINEERING SPECIALIST IV	Job Class Title
	Functional Job Title
90000192100	Organization Code
Austin	Work Location
B20/	Group/Step
\$5,319.41	Monthly Salary
	Increase Amt % Increase
40	Hours per week (FTE)
CRF	Employee Type
M	Pay Frequency
P01921 50%	PCA/%
	P05342 50%

Additional Comments: Org. Code change and PCA switch to reflect correct MOF for longevity payment.Additional PCA's: Current: P05342 50%
Proposed: P01921 50%

Alternative work schedule

Budget Review:

FOR PERSONNEL OFFICE USE ONLY:Lump Sum Due: YES NO

If YES, amount /hours to pay: _____ Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor	Date	2. Division Director	Date
3. Personnel Director	Date	4. Executive/Deputy Executive Director	Date

COMMISSION ACTION

APPROVED DENIED

MVR Check attached: YES NOReference Check attached: YES NO

Posting Number: _____

Railroad Commission of Texas

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

09/01/2009

Effective Date of Action

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L
Last, First Middle
Division: SM-Applications & Permits - FED

SSN: [REDACTED]

ACTION REQUESTED

New Hire Complete "proposed" information
 New Hire:
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same

Employee Change: Complete changing fields in "current" and "proposed" sections
 Merit Increase Targeted Merit
 Promotion Targeted Promotion
 Demotion Merit Bonus
 Reclassification Retention Bonus
 Hours per week change Legislative Change
 Organization change
 Salary Increase
 Position Number Change

CURRENT	PROPOSED	
00000761	Position Number	
2130	Job Class Code	
ENGINEERING SPECIALIST V	Job Class Title	
90052592100	Organization Code	
Austin	Work Location	
B12/	Group/Step	
\$5,319.41	Monthly Salary	
	Increase Amt	% Increase
40	\$0	0.00%
	Hours per week (FTE)	
CRF	Employee Type	
M	Pay Frequency	
	BRP	
	Longevity	
P26541	PCA/%	P01921

Termination:

Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Termination Reason:

Last physical day at work: _____

Hours worked: _____

Additional Comments: SB 1, 81st Legislature, Reg Session

Additional PCA's:

Alternative work schedule:

Budget Review:

Leave Without Pay:

Full month LWOP Begin: _____
 Full month LWOP Return: _____

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES NO

If YES, amount /hours to pay: _____ Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor	Date	2. Division Director	Date
3. Personnel Director	Date	4. Executive/Deputy Executive Director	Date
COMMISSION ACTION		MVR Check attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPROVED	DENIED	Reference Check attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Posting Number: _____			

Railroad Commission of Texas

08/31/2009

PERSONNEL ACTION REQUEST

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L
 Last, First Middle
 Division: SM-Applications & Permits - FED

SSN: [REDACTED]

ACTION REQUESTED

New Hire complete "proposed" information

New Hire:
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same

Employee Change: complete changing fields in "current" and "proposed" sections

<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Targeted Merit
<input type="checkbox"/> Promotion	<input type="checkbox"/> Targeted Promotion
<input type="checkbox"/> Demotion	<input type="checkbox"/> Merit Bonus
<input type="checkbox"/> Reclassification	<input checked="" type="checkbox"/> Retention Bonus
<input type="checkbox"/> Hours per week change	<input type="checkbox"/> Legislative Increase
<input type="checkbox"/> Organization change	
<input type="checkbox"/> Salary Increase	
<input type="checkbox"/> Position Number Change	

CURRENT	PROPOSED
00000761	Position Number
2130	Job Class Code
ENGINEERING SPECIALIST V	Job Class Title
90052592100	Organization Code
Austin	Work Location
B12/	Group/Step
\$5,319.41	Monthly Salary
	Increase Amt % Increase \$800
40	Hours per week (FTE)
CRF	Employee Type
M	Pay Freq.
	BRP
	Longevity
	PCA/%

Termination:

Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Additional Comments: HB 4586,Section 89, 81st Legislature,Reg Session, IX Retention Bonus.

Additional PCA's:

Budget Review:

Termination Reason:

Last physical day at work: _____ Hours Worked: _____

Leave Without Pay:

Full month LWOP Begin
 Full month LWOP Return

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES NO

If YES, amount /hours to pay: _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor _____ Date _____

2. Division Director _____ Date _____

3. Personnel Director _____ Date _____

4. Executive/Deputy Executive Director _____ Date _____

COMMISSION ACTION
APPROVED _____ **DENIED** _____

MVR Check attached: YES NOReference Check attached: YES NO

Posting Number: _____

08/01/09

PERSONNEL ACTION REQUEST

Effective Date of Action

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: **Wooton**
 Last **Travis**
 First **MI**

SSN: [REDACTED]

Division: **SM - Applications & Permits**

ACTION REQUESTED

New Hire: complete "proposed" information

- New Hire
 Transfer from another State Agency Agency No.: _____
 Promotion Demotion Same

*Employee Change: complete changing fields in "current"**and "proposed" sections*

- Merit Increase Targeted Merit
 Promotion Targeted Promotion
 Demotion Merit Bonus
 Reclassification Retention Bonus
 Hours per week change Legislative Increase
 Organization Change
 Salary Increase
 Position Number Change

CURRENT	PROPOSED
00000-761	Position Number
2129	Job Class Code
Eng. Spec. IV	Job Class Title
90052592100	Organization Code
Austin	Work Location
B11	Group/ Step
\$5,069.41	Monthly Salary
\$250.00	Increase Amt. % Increase
40	Hours per week (FTE)
CRF	Employee Type
M	Pay Freq.
	BRP
	Longevity
26541-50%	PCA/%

Additional Comments:

Termination:

- Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Additional PCA's: **26001-50%**

Termination Reason: _____

Alternative work schedule: _____

Last physical day at work: _____

Budget Review: **AM 7/14/09**

Leave Without Pay:

- Full month LWOP Begin: _____
 Full month LWOP Return: _____

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES NO

If YES, amount/hours to pay: _____

Amount _____ Hours _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor

zc Marc Bogan

Date

07/08/09

Date

3. Personnel Director

2. Division Director

[Signature]

Date

7-8-09

Date

7/14/09

Date

4. Deputy Executive Director

COMMISSION ACTION

APPROVED DENIEDMVR Check attached : YES NOReference Check attached: YES NO

Posting Number: _____

Railroad Commission of Texas

09/01/2008

PERSONNEL ACTION REQUEST

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L
 Last, First Middle
 Division: SM-Applications & Permits - GR

SSN: [REDACTED]

ACTION REQUESTED

New Hire complete "proposed" information
 New Hire:
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same

Employee Change: complete changing fields in "current" and "proposed" sections
 Merit Increase
 Promotion
 Demotion
 Reclassification
 Hours per week change
 Organization change
 Salary Increase
 Title Change

CURRENT	PROPOSED
00000761	Position Number
2129	Job Class Code
ENGINEERING SPECIALIST IV	Job Class Title
	Working Title
90000192100	Organization Code
Austin	Work Location
B11/	Group/Step
\$4,970.01	Monthly Salary
40	Hours per week (FTE)
CRF	Employee Type
M	Pay Freq.
	BRP
	Longevity
	PCA/%

Termination:

Regular Termination
 Direct Transfer to Another State Agency
 Agency: _____

Additional Comments: FY2009 Legislative 2% salary increase, with a minimum of \$50.00.

Additional PCA's:

Budget Review:

Termination Reason:

Last physical day at work: _____ hrs worked: _____

Leave Without Pay:

Full month LWOP Begin
 Full month LWOP Return

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount /hours to pay: _____

First day lump sum can be paid: _____

1. Supervisor	Date	2. Division Director	Date
3. Personnel Director	Date	4. Chief Financial Officer	Date
COMMISSION ACTION			
APPROVED	DENIED		
MVR Check attached: _____ yes _____ no Eligible to drive: _____ yes _____ no Reference Check attached: _____ yes _____ no			

Railroad Commission of Texas

PERSONNEL ACTION REQUEST

December 1, 2007
Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN:
 Last First M.I.

Division: SM – APPLICATIONS AND PERMITS

ACTION REQUESTED

<i>New Hire: complete "proposed" information</i>		
<input type="checkbox"/> New Hire		
<input type="checkbox"/> Transfer from another State Agency ***	Agency No. _____	
<input type="checkbox"/> Promotion	<input type="checkbox"/> Demotion	<input type="checkbox"/> Same
<i>Employee Change: complete changing fields in "current" and "proposed" sections</i>		
<input checked="" type="checkbox"/> Merit Increase <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Reclass>Title change <input type="checkbox"/> Hours per week change <input type="checkbox"/> Organization change <input type="checkbox"/> Salary Increase <input type="checkbox"/> Position Number Change		
<input checked="" type="checkbox"/> Targeted Merit <input type="checkbox"/> Targeted Promotion <input type="checkbox"/> Merit Bonus <input type="checkbox"/> Retention Bonus		

CURRENT		PROPOSED
00000761	Position Number	00000761
2129	Job Class Code	2129
Eng. Spec. IV	Job Class Title	Eng. Spec. IV
<u>001</u>	Working Title	<u>001</u>
900-504-921-00	Organization Code	900-504-921-00
Austin	Work Location	Austin
B11	Group/ Step	B11
\$4,645.01	Monthly Salary	\$4,970.01
40.00	Hours per week (FTE)	40:00
CRF	Employee Type	CRF
M	Pay Freq.	M
	BRP	
	Longevity	
26001-50%	PCA/%	26001-50%

Termination:

- Regular Termination
 Direct Transfer to Another State Agency
 Agency: _____

Termination Reason:

Last physical day at work: _____ hrs worked: _____

Leave Without Pay:

- Full month LWOP Begin
 Full month LWOP Return

Additional Comments:

\$325 mo 17.70 increase
target

Additional PCA's: 26541-50%

Alternative work schedule

Budget Review:

FOR PERSONNEL OFFICE USE ONLY: RAILROAD COMMISSION OF TEXAS

Lump Sum Due: YES/NO

If YES, amount/hours to pay: _____

First day lump sum can be paid: _____

OCT 01 2007

PERSONNEL DIVISION

1. Supervisor Date

2. Division Director Date

3. Personnel Director Date

4. Chief Financial Officer Date

COMMISSION ACTION
 APPROVED DENIED

MVR Check attached: _____ yes _____ no

Reference Check attached: _____ yes _____ no

Posting Number: _____

Railroad Commission of Texas

PERSONNEL ACTION REQUEST

09/01/2007

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L
 Last, First Middle
 Division: SM-Applications & Permits - GR

SSN: [REDACTED]

ACTION REQUESTED

New Hire complete "proposed" information

- New Hire:
 Transfer from another State Agency *** Agency No. _____

Promotion Demotion Same

Employee Change: complete changing fields in "current" and "proposed" sections

- Merit Increase
 Promotion
 Demotion
 Reclassification
 Hours per week change
 Organization change
 Salary Increase
 Title Change

Termination:

- Regular Termination
 Direct Transfer to Another State Agency

Agency: _____

Termination Reason:

Last physical day at work: _____ hrs worked: _____

Leave Without Pay:

- Full month LWOP Begin
 Full month LWOP Return

CURRENT	PROPOSED
00000761	Position Number
2129	Job Class Code
ENGINEERING SPECIALIST IV	Job Class Title
	Working Title
90000192100	Organization Code
Austin	Work Location
B11/	Group/Step
\$4,553.94	Monthly Salary
40	Hours per week (FTE)
CRF	Employee Type
M	Pay Freq.
	BRP
	Longevity
	PCA/%

Additional Comments: FY2008 Legislative 2% salary increase, with a minimum of \$50.00.

Additional PCA's:

Budget Review:

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount /hours to pay: _____

First day lump sum can be paid: _____

1. Supervisor	Date	2. Division Director	Date
3. Personnel Director	Date	4. Chief Financial Officer	Date
COMMISSION ACTION APPROVED DENIED		MVR Check attached: _____ yes _____ no Eligible to drive: _____ yes _____ no Reference Check attached: _____ yes _____ no	

PERSONNEL ACTION REQUEST

June 1, 2007
Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline

EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN:
Last First M.I.Division: SM - APPLICATIONS AND PERMITS

ACTION REQUESTED

New Hire: complete "proposed" information

New Hire
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same

Employee Change: complete changing fields in "current" and "proposed" sections

Merit Increase Targeted Merit
 Promotion Targeted Promotion
 Demotion Merit Bonus
 Reclass>Title change Retention Bonus
 Hours per week change
 Organization change
 Salary Increase
 Position Number Change

CURRENT		PROPOSED
00000761	Position Number	00000761
2129	Job Class Code	2129
Eng. Spec. IV	Job Class Title	Eng. Spec. IV
	Working Title	
900-504-921-00	Organization Code	900-504-921-00
Austin	Work Location	Austin
B11	Group/ Step	B11
\$4,378.94	Monthly Salary	\$4,553.94
40.00	Hours per week (FTE)	40:00
CRF	Employee Type	CRF
M	Pay Freq.	M
	BRP	
	Longevity	
26001-50%	PCA/%	26001-50%

Termination:

Regular Termination
 Direct Transfer to Another State Agency
 Agency: _____

Termination Reason:

Last physical day at work: _____ hrs worked: _____

Leave Without Pay:

Full month LWOP Begin
 Full month LWOP Return

Additional Comments:

Funded by under-fill pool4% increase (\$175/mo)Additional PCA's: 26541-50% Primary

Alternative work schedule

Budget Review: John Sturz

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount/hours to pay: _____

First day lump sum can be paid: _____

1. Supervisor

Date

2. Division Director

Date

Lelei B. Hodges5-23-07

3. Personnel Director

Date

4. Chief Financial Officer

Date

D. Hudson5-25-07COMMISSION ACTION
APPROVED DENIED

MVR Check attached: _____ yes _____ no

Reference Check attached: _____ yes _____ no

Posting Number: _____

Railroad Commission of Texas

PERSONNEL ACTION REQUEST

August 1, 2006
Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: Wootton Last First: Travis L. M.I.: SSN: RAILROAD COMMISSION OF TEXAS

Division: SM - APPLICATIONS AND PERMITS

AUG 03 2006

PERSONNEL DIVISION

ACTION REQUESTED

New Hire: complete "proposed" information <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer from another State Agency *** Agency No. _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Same	CURRENT		PROPOSED
	00000761	Position Number	00000761
	2129	Job Class Code	2129
	Eng. Spec. IV	Job Class Title	Eng. Spec. IV
		Working Title	
	900-504-921-00	Organization Code	900-504-921-00
	Austin	Work Location	Austin
	B11	Group/ Step	B11
	\$4,066.40	Monthly Salary	\$4,251.40
	40.00	Hours per week (FTE)	40:00
CRF	Employee Type	CRF	
M	Pay Freq.	M	
	BRP		
	Longevity		
26001-50%	PCA/%	26001-50%	
<i>Additional Comments:</i>			
Additional PCA's: <u>26541-50%</u>			
Alternative work schedule			
Budget Review: <u>HHR</u>			
FOR PERSONNEL OFFICE USE ONLY:			
Lump Sum Due: YES/NO			
If YES, amount/hours to pay: _____			
First day lump sum can be paid: _____			

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION
APPROVED DENIED

MVR Check attached: _____ yes _____ no

Reference Check attached: _____ yes _____ no

Posting Number: _____

Railroad Commission of Texas

09/01/2005

PERSONNEL ACTION REQUEST

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L
 Last, First Middle
 Division: SM-Applications & Permits

SSN: [REDACTED]

ACTION REQUESTED

New Hire complete "proposed" information
 New Hire:
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same

Employee Change: complete changing fields in "current" and "proposed" sections

- Merit Increase
- Promotion
- Demotion
- Reclassification
- Hours per week change
- Organization change
- Salary Increase
- Title Change

Termination:

- Regular Termination
- Direct Transfer to Another State Agency

Agency: _____

Termination Reason:

Last physical day at work: _____ hrs worked: _____

Leave Without Pay:

- Full month LWOP Begin
- Full month LWOP Return

CURRENT	PROPOSED
00000761	Position Number
2129	Job Class Code
ENGINEERING SPECIALIST IV	Job Class Title
	Working Title
90050492100	Organization Code
Austin	Work Location
B11/	Group/Step
\$3,910.00	Monthly Salary
40	Hours per week (FTE)
CRF	Employee Type
M	Pay Freq.
	BRP
\$100.00	Longevity
	PCA/%

Additional Comments: FY2006 Legislative 4% salary increase, with a minimum of \$100.00.

Additional PCA's:

Budget Review:

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount /hours to pay: _____

First day lump sum can be paid: _____

1. Supervisor	Date	2. Division Director	Date
3. Personnel Director	Date	4. Chief Financial Officer	Date

COMMISSION ACTION
APPROVED **DENIED**

MVR Check attached: _____ yes _____ no

Eligible to drive: _____ yes _____ no

Reference Check attached: _____ yes _____ no

PERSONNEL ACTION REQUEST

September 1, 2005
Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN: [REDACTED]
 Last First M.I.

Division: SM - APPLICATIONS AND PERMITS

ACTION REQUESTED

<i>New Hire:</i> complete "proposed" information <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer from another State Agency *** Agency No. _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Same	CURRENT		PROPOSED
	00000761	Position Number	00000761
	2129	Job Class Code	2129
	Eng. Spec. III	Job Class Title	Eng. Spec. IV
		Working Title	
		Organization Code	
	Austin	Work Location	Austin
	B11	Group/ Step	B11
	\$3,910.00	Monthly Salary	\$3,910.00
	40:00	Hours per week (FTE)	40:00
CRF	Employee Type	CRF	
Regular	Pay Freq.	Regular	
	BRP		
	Longevity		
	PCA/%		
<i>Additional Comments:</i>			
Additional PCA's:			
Alternative work schedule			
Budget Review: <i>[Signature]</i>			
FOR PERSONNEL OFFICE USE ONLY:			
Lump Sum Due: YES/NO			
If YES, amount/hours to pay: _____			
First day lump sum can be paid: _____			
<i>Leave Without Pay:</i>			
<input type="checkbox"/> Full month LWOP Begin <input type="checkbox"/> Full month LWOP Return			

ACTION APPROVAL

1. Supervisor _____ Date _____ 2. Division Director _____ Date _____

3. Personnel Director _____ Date _____ 4. Chief Financial Officer _____ Date _____

COMMISSION ACTION
APPROVED DENIED

MVR Check attached: _____ yes _____ no

Reference Check attached: _____ yes _____ no

Posting Number: _____

August 1, 2005
Effective Date of Action:

PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN: [REDACTED]
 Last First M.I.

Division: SM - APPLICATIONS AND PERMITS

ACTION REQUESTED

New Hire: complete "proposed" information

- New Hire
 Transfer from another State Agency *** Agency No. _____
 Promotion Demotion Same

Employee Change: complete changing fields in "current" and "proposed" sections

- | | |
|---|---|
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Targeted Merit |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Targeted Promotion |
| <input type="checkbox"/> Demotion | <input checked="" type="checkbox"/> Merit Bonus |
| <input type="checkbox"/> Reclass>Title change | <input type="checkbox"/> Retention Bonus |
| <input type="checkbox"/> Hours per week change | |
| <input type="checkbox"/> Organization change | |
| <input type="checkbox"/> Salary Increase | |
| <input type="checkbox"/> Position Number Change | |

Termination:

- Regular Termination
 Direct Transfer to Another State Agency
 Agency: _____

Termination Reason:

Last physical day at work: _____ hrs worked: _____

Leave Without Pay:

- Full month LWOP Begin
 Full month LWOP Return

CURRENT	PROPOSED
00000761	Position Number
2129	Job Class Code
Eng. Spec. III	Job Class Title
504	Working Title
900-001-921-00	Organization Code
Austin	Work Location
B11	Group/ Step
\$3,910.00	Monthly Salary
40.00	Hours per week (FTE)
CRF	Employee Type
Regular	Pay Freq.
	BRP
	Longevity
20001-50%	PCA/%
	20001-50%

*Additional Comments:*Additional PCA's: 20541-50% Primary

Alternative work schedule

Budget Review: A. Shanoor

FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount/hours to pay: _____

First day lump sum can be paid: _____

ACTION APPROVAL

1. Supervisor Date

2. Division Director Date

8-15-20052. Mark Bogen 08.15.2005 Date

3. Personnel Director Date

8/18/05

4. Chief Financial Officer Date

COMMISSION ACTION
APPROVED DENIED

MVR Check attached: _____ yes _____ no

Reference Check attached: _____ yes _____ no

Posting Number: _____